

*HAMPSHIRE COUNTY BOARD OF HEALTH MEETING  
October 16, 2019*

*Call to Order:* Kelli Eglinger called the meeting to order at 6:00 pm.

*Board Members Present:* Dr. Thomas W. Daugherty, Peggy McMaster, Allen Hott, Kelli Eglinger, and Mary Sas

*Board Members Absent:* Nancy Davis

*Guests Present:* Derrick Haggerty, Hampshire County Health Department, Tamitha Wilkins, Hampshire County Health Department, Melissa Walker, Hampshire County Health Department

*Election of Officers:* Stephanie Shoemaker reviewed roles and responsibilities of the Board of Health Chair. Allen Hott nominated Mary Sas as Board of Health Chair. The nomination passed in favor of approval. Allen Hott nominated Peggy McMaster as Vice Chair; the nomination passed in favor of approval.

*Approval of Minutes:* Mary Sas made a motion to approve the July 17, 2019 Board of Health meeting minutes. Peggy McMaster seconded the motion; the motion passed in favor of approval.

*Reports:*

*Administrative Report:* Stephanie Shoemaker reported on threat preparedness activities including participation in Jefferson County's Point of Distribution drill and the regional tabletop exercise, Smoking Mountains. A new COOP arrangement was made with the County Commission to use the Romney Senior Center as an alternate work site. She also reported on MRC and HOSA collaboration at Hampshire High School. Stephanie gave a Harm Reduction update with quarterly and annual numbers. She also reported on Community Health Promotion activities including participation in Energy Express' Community Care Fair with vaping education, and Dining with Diabetes in partnership with WVU Extension office. Staff attended the West Virginia Public Health Conference. Stephanie also gave details of the Anti-Vaping Poster Competition and vaping presentation at Capon Bridge Middle School by Jefferson County SADD. Stephanie has been appointed to the Hampshire County Development Authority. She also reported issues with WV Office of Technology service and the Association of Local Health Departments action to find new technology services. She informed the board that state revenues have been lower than projected and it has been advised to prepare for a 4-5% midyear budget cut.

*Environmental Report:* Derrick Haggerty reported an increase in environmental permits compared to previous year. He also reported on food service inspections, other health inspection sites, well water sampling, animal encounters, and complaints. He discussed the state sewage program's proposal to change the perc test procedures.

*Clinical Report:* Tamitha Wilkins reported on quarterly nursing activities including late night immunization clinics, Family Planning clinics, STD testing, and reportable diseases. Dr.

Daugherty held free sports physicals for Hampshire County students. Tamitha participated in Kids Camp for Diabetes hosted by the Hampshire County Diabetes Coalition. She also discussed offsite immunization clinics at various locations and high dose flu shortages countywide.

*Community Reports:* No reports. Community engagement discussion needs to be revisited with the board at the next meeting.

*Financial Report:* Stephanie Shoemaker reviewed the Profit and Loss vs Actual statement for the first quarter. The quarter ended with a -\$2,095.00. She also distributed the quarterly Profit and Loss and Balance Sheet. Peggy McMaster made a motion to approve the FY 2020 Q1 Financial Statements. Allen Hott seconded the motion; the motion passed in favor of approval.

Stephanie also reviewed the board of health's net financial position. The current long-term liabilities of the board of health total \$218,594.00. The state requires each board of health to have an emergency fund with three-month average expenditures (\$150,000). With those deductions from our financials, the board has an actual financial profit of \$188,000.00.

*CD Renewals and Discussion:* Stephanie Shoemaker presented the board with three CD's for renewal in the upcoming quarter. She reviewed the details of the CDs and the Bank of Romney's current rates for CDs. The board tabled the CD renewal discussion to the end of the meeting in order to review proposed projects. After review of projects, the board decided to make no changes to the terms of the CDs.

#### Old Business:

*Electronic Environmental Health Records:* Stephanie Shoemaker presented details on a project that would make environmental health records accessible to the public through a searchable database on the website. She estimated the project cost would be \$15,000 including personnel, equipment, and software. Stephanie requested authorization for the hire of a temporary Office Assistant for the project at the rate of \$13.00/hr. Peggy McMaster made a motion to move forward with the project, including hiring necessary personnel and purchasing equipment. Mary Sas seconded the motion; the motion passed in favor of approval.

*Center for Rural Health Dev. Boot Camp:* Stephanie Shoemaker reviewed information on a Board of Health Boot Camp conducted by the Center for the Rural Health Development. After discussion, the board would like to continue to monitor the progress of the boot camps with other agencies before committing.

#### New Business:

*Company Vehicle Policy:* Stephanie Shoemaker presented the board with a Vehicle Use Policy from 2012. The board reviewed the policy and made edits to the Electronic Device, Mobile Phone Use section. Peggy McMaster made a motion to strike the statement "This includes hands-free devices." Mary Sas seconded the motion. Discussion was held whether it would be more appropriate to have it consistent with state law. Peggy McMaster revised her motion; eliminating the language in the Use of Electronic Device, Mobile Phone, Radio

and/or other Communication Device section, and replace with “The use of electronic equipment shall comply with state law.” Mary Sas seconded the motion; the motion passed in favor of approval.

*School Based Health:* Stephanie Shoemaker discussed current school-based health efforts occurring in the county. The Board of Education has recently signed an MOU with EA Hawse to provide behavioral health services. Stephanie proposed a preliminary plan to enhance the school-based health efforts by offering medical services. She distributed information on school-based health statewide, showing that Hampshire Co. is one of a small number of counties that do not have school-based health. After some discussion, it was determined that EA Hawse intends to expand the school-based health into medical services. The board has encouraged Stephanie to reach out to EA Hawse for collaboration opportunities.

*FY19 Audit:* Stephanie Shoemaker reviewed the sole bid for the FY19 audit. The cost of the audit is \$3,500.00. She requested authorization to enter into contract for audit services with Lisa Thornburg, CPA. Allen Hott made a motion for authorization. Peggy McMaster seconded the motion; the motion passed in favor of approval.

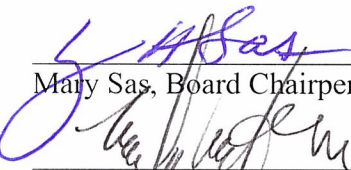
*Write-offs:* Stephanie Shoemaker distributed a summary of FY15, FY16, FY17 write-offs. The majority of write-offs are deemed uncollectible due to denial. Peggy McMaster made a motion to approve the FY15, FY16, FY17 write-offs. Mary Sas seconded the motion; the motion passed in favor of approval.

*Medical Cannabis Act:* Stephanie Shoemaker distributed information on the local board of health responsibility in the Medical Cannabis Act. Any organization wishing to operate medical cannabis business must receive approval from the county’s board of health. The West Virginia Association of Local Health Departments has requested guidance from the Office of Medical Cannabis.

*New Grant Opportunities:* Stephanie Shoemaker presented a grant opportunity through NACCHO on Medical Reserve Corp operational readiness. She is proposing public health emergency regional training and exercise development. Stephanie also presented a radon grant opportunity through the WV Office of Environmental Health Services. This grant would increase radon awareness and education and provide radon testing kits.

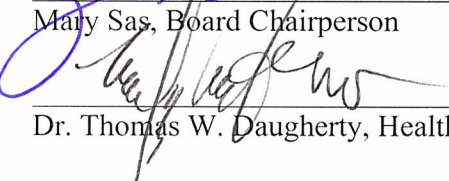
Adjournment

Peggy McMaster made a motion to adjourn the meeting. Allen Hott seconded the motion; the motion passed in favor of approval. The meeting adjourned at 8:41pm.



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Mary Sas, Board Chairperson



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Dr. Thomas W. Daugherty, Health Officer

